


# FOUNDATION TIER DATASHEET


Reliable structured support that keeps your business moving.

**WHO IT'S FOR**

*"You need consistent support for clear, repeatable tasks."*

- ✓ Admin is behind.    ✓ Your inbox is full.    ✓ Documents are messy.
- ✓ The CEO is still doing basic coordination work.





### WHAT THIS TIER IS BUILT FOR

General administration

Inbox and calendar management

Customer service admin

Document formatting and control

Data entry

CRM updates

Basic bookkeeping admin

***Clear scope. Structured tasks. Daily progress.***

### INVESTMENT

**USD 15/hr**

**!** *USD 2,450/month for a full-time dedicated staff.*



### WHAT YOU GET

- ✓ A **full-time foundation-level** team member based in our Bangkok office, with:
- ✓ Salary and benefits
- ✓ HR, payroll and compliance
- ✓ Hardware and workstation
- ✓ Microsoft 365, SharePoint, Teams
- ✓ Structured onboarding
- ✓ Daily updates for active tasks
- ✓ Monthly reporting
- ✓ Australian management oversight 
- ✓ Secure file handling
- ✓ Replacement staff

**!** *No recruitment fees. No setup fees. No hidden costs.*

### WHAT THIS MEANS FOR YOU

- ★ Stop falling behind. We help you stay ahead of the workload.
- ★ Buy back your time. Focus on the work that grows the business.
- ★ Your offshore execution team – consistent, reliable, and fast.

### NEXT STEP

- ▶ **Book a 25–30 minute discovery call.**
- ▶ Receive your proposal in 24–48 hours.

**i** *Did you know?* Most clients save 10–20 hours a week within the first month.